



REQUEST FOR AUTHORIZATION (RFA) CHECKLIST UNDER MUNICIPAL STORMWATER GENERAL PERMITS

Category R9 - Tier A Municipal Stormwater General Permit

Category R10 - Tier B Municipal Stormwater General Permit

Category R11 - Public Complex Stormwater General Permit

Category R12 - Highway Agency Stormwater General Permit

TO HELP US PROCESS YOUR RFA MORE EFFICIENTLY, PLEASE PROVIDE ALL ITEMS LISTED BELOW.

This checklist is provided to you as guidance for completing a Request for Authorization (RFA) under:

- NJPDES permit NJ0141852 (Tier A Municipal Stormwater General Permit);
- NJPDES permit NJ0141861 (Tier B Municipal Stormwater General Permit);
- NJPDES permit NJ0141879 (Public Complex Stormwater General Permit);
- NJPDES permit NJ0141887 (Highway Agency Stormwater General Permit)

Should you have any questions, please contact the Bureau of Nonpoint Pollution Control at (609) 633-7021. Please read all instructions and answer all questions when filling out the following RFA forms. If an item is not applicable, enter "N/A" or a similarly appropriate response.

- ☐ **APPROPRIATE RFA FORM** (Each municipal stormwater general permit has its own RFA form) Instructions are provided with the form.
- ☐ **USGS TOPOGRAPHICAL MAP (Public Complex only)** The map should be an 8.5" x 11" copy of a portion of the US Geological Survey topographic map, 7.5 minute quadrangle series. The Public Complex must have its boundaries marked distinctly on the map. Also, the name of the specific quadrangle(s) must be indicated on the face of the map.
- ☐ **HIGHWAY AGENCY INVENTORY (Highway Agency only)** A Highway Agency *must* provide a list of the locations of any maintenance facilities, service stations, or rest stops on property owned or operated by the Highway Agency.
- ☐ **HIGHWAY AGENCY MAP (Highway Agency only)** If a Highway Agency is submitting an RFA for a smaller region then a map must be included identifying that region.

COMPLETE AND SUBMIT THE ORIGINAL RFA FORM TO:

New Jersey Department of Environmental Protection

Division of Water Quality

Bureau of Permit Management

Attn: Administrative Review Unit

P.O. Box 029

Trenton, New Jersey 08625-0029

**NEW JERSEY DEPARTMENT OF ENVIRONMENTAL
PROTECTION
DIVISION OF WATER QUALITY**

**NEW JERSEY POLLUTANT DISCHARGE ELIMINATION SYSTEM
REQUEST FOR AUTHORIZATION**

**Public Complex Stormwater General Permit
NJ0141879**

*Refer to Instructions and the appropriate Completeness Checklist and provide all applicable information. Please
Print or Type. (Attach additional sheets if necessary)*

1. Public Complex Information

Name of Public Complex _____

Mailing Address _____

Name of Operating Entity (Name of Public Agency) _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____

Name of Operating Entity contact _____

Telephone () _____ FAX() _____ E-Mail _____

2. Location of Public Complex

Street Address/Location _____

Municipality(ies) _____ County(ies) _____

3. Name and/or Title of Stormwater Program Coordinator _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____

Telephone() _____ FAX() _____ E-Mail _____

4. Other NJPDES Stormwater Permits for the Public Complex:

Discharge Activity (Category) Codes	Permit Number	Expiration Date

5. RFA Certification

I certify under penalty of law that this Request for Authorization and all attached documents were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. As far as I know, the Public Complex submitting this RFA may be eligible for authorization under Part I, Section A.2 of the permit.

I certify that I am aware that the Public Complex Stormwater General Permit requires that the Public Complex develop, implement, and enforce a stormwater program. I acknowledge that this stormwater program must include the implementation of Best Management Practices, measurable goals and implementation schedules as specified in the Statewide Basic Requirements (SBRs) that are listed in the permit.

I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for purposely, knowingly, recklessly, or negligently submitting false information.

Signature for Applicant _____ **Date** _____

Print or Type Name _____

Print or Type Title _____

INSTRUCTIONS FOR COMPLETING FORM RFA - Public Complex.

Use this form for any Request for Authorization (RFA) under this NJPDES stormwater general permit. This form is not to be used for administrative updates or revocation. Forms are available through the Bureau of Permit Management at (609) 984-4428 or at www.state.nj.us/dep/dwq/forms.htm.

1. Public Complex Information

- Provide the name, as it is legally referred to, of your Public Complex.
- Provide the mailing address of the Public Complex.
- Provide the name, as it is legally referred to, of the operating entity (name of the county, State, Federal, interstate, or other agency).
- Provide the mailing address of the main office of the operating entity, including the street, state and zip code.
- Name of a contact person at the operating entity, and the telephone number, FAX number and E-mail address of that person.

2. Location of Public Complex

- Provide the location of the Public Complex. Street number and name must be used (PO Box #'s are not acceptable). Use the municipality and county where the Public Complex is physically located. Do not use local or neighborhood names.

3. Name and/or Title of the Stormwater Program Coordinator

- Provide name and/or title of the Stormwater Program Coordinator.
- Provide the mailing address including city or town, state and zip code.
- Provide the telephone number, FAX and E-mail address of the Stormwater Program Coordinator.
- The Stormwater Program Coordinator of the Public Complex is the person who will submit any reports or certifications required by this permit and to whom the Department shall send all correspondence concerning this permit.

4. Other NJPDES Stormwater Permits for the Public Complex.

- List the discharge (category) codes, permit numbers and the expiration dates of any stormwater permits for the Public Complex.

WHO MUST SIGN?

Either a principal executive officer or a ranking elected official; or duly authorized representative.

A principal executive officer or ranking elected official of the Public Complex may assign his or her signatory authority for this Certification to a duly authorized representative, which is a named individual or a title of a position having overall responsibility for the facility operation or the agency's environmental matters, by submitting a letter to the Bureau of Permit Management stating said authority and naming the individual or position.